Please complete the enclosed Transcript Self-Evaluation Form and submit it with your application. This form is required as part of the application process. Your application will not be reviewed until this form has been correctly completed and submitted. Other completed forms required include the Community Service Form, three Recommendation Forms, official transcripts from all colleges/universities attended, Physician Assistant Shadowing Form (PAS applicants only), and the International Graduate Student Application Supplement (international students only).

All application materials for the Graduate Health Science programs must be received by January 15. (For Occupational Therapy, January 15 is a priority deadline.) You may still apply for admission even if you have not completed all prerequisite coursework required. However, any outstanding prerequisites not yet completed must be finished with at least a “C” or better, as evidenced by official transcripts, before graduate study begins. Prerequisite courses may be completed at any two-year or four-year accredited college or university.

You are welcome to send course descriptions or syllabi to Graduate Admissions to determine prerequisite course eligibility by e-mailing admissions@chatham.edu or by faxing 412-365-1609. Please send any inquiries to the attention of the Graduate Health Science admissions counselor.

Please note: Some prerequisite courses are more difficult to locate than others. Be sure to research course offerings in advance, particularly for summer study.

Chatham College will neither waive nor allow substitution for specific prerequisite course requirements.

Transcript Self-Evaluation Instructions

1. **Overall QPA:** To report your overall undergraduate quality point average (QPA), include the current cumulative overall from your grade report or transcript. If you have attended more than one institution, calculate your overall QPA by adding the quality points from all institutions and dividing by the credits from all institutions.

2. **Prerequisite QPA:** First, multiply the number of credits (CR) by the numerical value of the letter grade (GR) received using the following conversion: A=4; B=3; C=2; D=1; and F=0. Use a .5 quality point for a plus grade and a .75 for a minus grade, e.g., C+=2.5, B-=2.75. Refer to examples on the other side of this sheet.

3. On the transcript self-evaluation form, separate space is provided for prerequisite courses that require a laboratory. If a prerequisite course is taken which does not list a laboratory course separately on your official transcript, please list your credits and grade for the course in the first space provided and leave the lab space blank. If a 3 credit course taken to fulfill a prerequisite includes a lab, a course description from your college/university is required to be submitted to evidence lab inclusion.

4. Graduate Admissions may request course descriptions or syllabi for any courses reported for required prerequisites. If a course reported for a required prerequisite does not meet the College’s admissions criteria, you will be required to complete the prerequisite course. Additionally, if Graduate Admissions requests a course description or syllabus for a course taken to fulfill a prerequisite requirement and this information is not provided, the reported course will not be accepted.

5. **Developmental Psychology (Lifespan Development):** For PT and OT, include only developmental course(s), not general psychology; if your developmental psychology course covered from birth to maturity in a single course, only one course is needed. If you took child development, you need a gerontology or an adult development course to meet this requirement. This course may also be called Human Growth and Development or Human Development.

   For PA, developmental psychology (lifespan development) or child psychology will fulfill this requirement.

6. **Physiology:** If taking physiology with anatomy, both A&P I and A&P II are necessary to fulfill the physiology requirement. You may also take a human or animal physiology for this prerequisite.

continued on other side
7. **Anatomy**: If taking anatomy with physiology, both A&P I and A&P II are necessary to fulfill the anatomy requirement. You may also take anatomy, gross anatomy, or vertebrate anatomy for this prerequisite. For PA, a lab is required with your anatomy course.

8. **Research Methods**: Courses meeting this requirement must include research methodology (design, sampling, data analysis, proposal development, and so forth). Courses that include just the completion of a research project do not meet this requirement. This course is most often found in psychology and sociology departments.

9. **Computer Science**: This is the only required prerequisite course which can be taken non-credit. If a non-credit course or workshop is taken to fulfill this prerequisite, please provide a certificate of completion to Graduate Admissions in the place of an official transcript.

10. On the transcript self-evaluation form, indicate the institution at which you took each prerequisite course. Include the course title, abbreviation, course number, college/university and semester completed. For course(s) yet to be completed, indicate institution and when the course(s) will be completed.

11. For occupational therapy and physician assistant studies, prerequisite courses completed over ten years ago are not acceptable. For physical therapy, prerequisite courses taken more than five years ago are not acceptable. You may submit a letter of appeal for expired prerequisites if you either have had subsequent course work in the same course area within the specified time period or you held a work position directly related to the prerequisite. Please submit your appeal letter and any supporting documents, such as course descriptions and syllabi along with your application. Be sure to list in your appeal letter which prerequisite courses you wish to appeal and specific reasons you are requesting the appeal for each prerequisite. The appeal letter will be reviewed by a faculty member if your application is selected for an interview. Prerequisite courses on appeal will not be included in your prerequisite QPA until approved by a faculty member. In addition, appeals are reviewed on a case by case basis. Not all prerequisite appeals will be accepted; exceptions will be made based on your previous educational and work experience.

---

**This example is for a course taken once; for repeated courses, see below.**

<table>
<thead>
<tr>
<th>Required prerequisite courses</th>
<th>CR × GR = QP</th>
<th>Course title, abbreviation, course number, college/university and semester completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developmental Psychology</td>
<td>3 A 12</td>
<td>Human Growth &amp; Development, PSY 152, Chatham F94</td>
</tr>
<tr>
<td>Statistics</td>
<td>3 B- 8.25</td>
<td>Elementary Statistics, MTH 110, Chatham, S95</td>
</tr>
</tbody>
</table>

Next, total the credits and total the quality points (QP). Finally, divide total quality points by total credits to compute the prerequisite QPA.

**If you repeated a course, include both the original and repeated quality points and grades.**

<table>
<thead>
<tr>
<th>Required prerequisite courses</th>
<th>CR × GR = QP</th>
<th>Course title, abbreviation, course number, college/university and semester completed</th>
</tr>
</thead>
</table>
| Genetics                    | 3/3 D/B 3/9 | Genetics, BIO 317, Chatham, F98  
Repeated: Genetics, BIO 207, CCAC, S99 |